

CERTIFICATE SUPPLEMENT (*)
SPAIN

TITLE OF THE CERTIFICATE (original language: ES)

ADMINISTRATIVE MANAGEMENT EXPERT

TRANSLATED TITLE OF THE CERTIFICATE (language)

PROFILE OF SKILLS AND COMPETENCES

General competence

The general occupational qualification requirements for this expert are the following: Perform the operations of administrative management in the public and private sectors in accordance to the internal rules of organization and the applicable legal regulations in an effective way and providing a service of quality.

Competence units

1. Recording, processing and transferring information.
2. Performing the administrative steps required to purchase or sell products and/or services.
3. Performing the administrative management of personnel.
4. Performing the administrative management of cash and accounting records.
5. Informing and assisting customers concerning financial and insurance products and/or services.
6. Performing administrative steps before the Public Administration.

RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE

Administrative assistant, office assistant, documentation and archive assistant, payments and collections manager, cashier, banking and financial institutions clerk, cash clerk, means of payment clerk, portfolio clerk, securities clerk, foreign transactions clerk, administrative assistant in the Public Administration, production insurance clerk, losses clerk, reinsurance clerk, sales clerk, management and personnel assistant.

(*) Explanatory note

This document is designed to provide additional information about the specified certificate and does not have any legal status in itself. The format of the description is based on the following texts: Council Resolution 93/C 49/01 of 3 December 1992 on the transparency of qualifications, Council Resolution 96/C 224/04 of 15 July 1996 on the transparency of vocational training certificates, and Recommendation 2001/613/EC of the European Parliament and of the Council of 10 July 2001 on mobility within the Community for students, persons undergoing training, volunteers, teachers and trainers.

The body awarding this Certificate Supplement may leave blank any box considered not to be applicable.

Name and status of the body awarding the certificate MINISTERIO DE EDUCACIÓN, CULTURA Y DEPORTE (Central Government)	Name and status of the national/regional authority providing accreditation/recognition of the certificate MINISTERIO DE EDUCACIÓN, CULTURA Y DEPORTE (Central Government) COMPETENT BODY IN THE AUTONOMOUS COMMUNITY (Autonomic Government)
Level of the certificate in the awarding country Intermediate Vocational Training (CNED 33 F – Specific Intermediate Vocational Training and equivalents, Plastic Arts and Design, and Sports)	Grading scale / Pass requirements Basic regulation of the Ministry of Education, Culture and Sports of 21 July 1994. Occupational modules: graded from 1 to 10 (5 is pass). Training at work: pass / fail. Continuous assessment system.
Access to next level of education/training Secondary Education and Advanced Training Cycles in the same occupational family or a related family as per regulations.	International agreements
Legal basis Law 1/1990 of October 3, Organic Law 5/2002 of June 19, Royal Decree 676/1993 of May 7, Royal Decree 777/1998 of April 30 ROYAL DECREE 1662/1996, of July 22 (BOE 30/09/94)	

OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

Description of vocational education and training received	Percentage of total programme (%)	Duration <i>hours/weeks/months/years</i>
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* At Secondary Education Centres or approved training centres, including training modules of a theoretical practical nature and Training at Work.

- COMPUTER APPLICATIONS
- REPORTING, ARCHIVING INFORMATION AND KEYBOARD OPERATIONS
- GENERAL ACCOUNTING AND CASH MANAGEMENT
- TRAINING AT WORK
- OCCUPATIONAL TRAINING AND GUIDANCE
- ADMINISTRATIVE MANAGEMENT OF SALES AND PURCHASES
- ADMINISTRATIVE MANAGEMENT OF PERSONNEL
- PRINCIPLES OF PUBLIC ADMINISTRATIVE MANAGEMENT
- BASIC FINANCIAL AND INSURANCE PRODUCTS AND SERVICES
- SAFETY AND HEALTH AT WORK

	<i>Total duration of the education/ training leading to the certificate</i>	1300 hours
Entry requirements Holding the Secondary Education Graduate Certificate or equivalent certificate for entry purposes. Holding the certificate for the entry examination.		
Additional information More information available at: http://www.educacion.es		